

**REDMOND CITY COUNCIL
PUBLIC ADMINISTRATION AND FINANCE COMMITTEE
MEETING SUMMARY**

Council Conference Room
15670 NE 85th Street, Redmond, Washington

Tuesday, October 15, 2013
4:30 p.m.

Council

John Stilin, Chair
Hank Margeson
Hank Myers

Staff

John Marchione, Mayor
Julie Howe, Compensation Programs Manager
Mike Bailey, Finance and Information Services
Director
Michelle M. Hart, MMC, City Clerk

Convened: 4:30 p.m.

Adjourned: 5:31 p.m.

Committee Chair John Stilin called the meeting to order, reviewed attendance, and overviewed the agenda.

Monthly/Quarterly Financial Report

Mr. Mike Bailey, Finance and Information Services Director, reported that the system was down for a week to be upgraded, and it is back up as of yesterday, October 14, 2013. The September month close numbers will be available this week, and Mr. Bailey will send out the Monthly/Quarterly Report to the Committee by the end of the week. The Price of Government (POG) has been updated for 2012 with actual data. Revenue was higher than was forecasted and some grants were added. Over the course of six years, revenue grows about three percent on average per year, and community wealth grows on average, four and a half percent per year. The forecast for 2017 and 2018 was added to the report. There will be a study session on October 29, 2013, where the long-range financial strategy will be discussed. Mr. Bailey will have strategy recommendations along with other information for the Council.

General discussion ensued regarding how the budget is addressed with the Council and with the public.

Correcting an Error on Recently Adopted RCHEA Pay Plan and MOU

Ms. Julie Howe, Compensation Programs Manager, stated that the error in the RCHEA pay plan was noted the day after it was adopted. The error was specific to two classifications: Environmental Scientist and Senior Environmental Scientist. The corrected Memorandum of Understanding (MOU) will go on the Consent Agenda at the November 5, 2013, Council meeting.

Executive Pay Plan

Ms. Julie Howe, Compensation Programs Manager, stated that the City has not reviewed the structure of the Executive Pay Plan in a long time. The Executive Pay Plan has eight classifications and two pay bands. The market study found that predominately, all directors are paid at one band. If all of the City of Redmond's directors are put in the same pay band, the pay is within two percent of the market average. The recommendation is to change to one pay band at the higher level. Director's pay will only change as a result of the merit process. This will be on the consent agenda at the November 5, 2013, Council Meeting.

General discussion ensued regarding how big the pay range is, and how many executives are at the top of the range.

Community Engagement Report and Update

Mr. Mike Bailey, Finance and Information Services Director, stated that Ms. Katie Escudero, an intern from the University of Washington, worked on a project for the City of Redmond focusing on community engagement. Ms. Escudero had several observations:

- The community survey should be completed annually, but slimmed down to focus on the core issues that the City wants information on from the community.
- Coordinating the various interactions with the community should be done more efficiently.
- Gaining information should be done carefully and more strategically.
- The survey completely missed the daytime residents.

A Request for Proposals (RFP) has been issued to conduct a survey of selected community members. The goal is to have survey results for the Council in January 2014.

General discussion ensued regarding if the survey questions will be refined and how much the survey would cost.

Committee Alternates Ordinance

Ms. Michelle Hart, City Clerk, stated that she crafted an ordinance for the Committee alternates.

Hank Margeson, Committee Member, asked since the committee meetings do not make decisions or bind the Council, what happens if only one committee member comes to the meeting?

Ms. Hart stated that a meeting cannot have only one member present, so the meeting would have to be rescheduled. This ordinance will be brought to the Council on November 5, 2013.

General discussion ensued regarding the purpose of the committee meetings.